

**SUPPLEMENTAL QUALIFICATIONS STATEMENT**  
**LIST OF COLLEGE COURSES AND CERTIFICATES OF SCHOLASTIC ACHIEVEMENT**

Complete and submit this Form with your Personal Qualification Statement

1. NAME (Last, First, M.I.)	2. Birth date (Month, day, year)	3. Social Security Number
4. Position for which you are applying (Include options, if any)		
5. List the undergraduate and/or graduate college degrees you have received or expect to receive (Give name of degree, name of college or university granting degree, and date received or to be received)		
6. State your major undergraduate course(s) of study.	7. State your major graduate course(s) of study	

**PART I - COLLEGE COURSES**

List below by appropriate academic field (e.g., biology, mechanical engineering, economics, sociology, etc.) all courses you have taken (including those failed) which appear to satisfy the qualification requirements of the position for which you are applying. List graduate and undergraduate courses separately. Credits for each category should be totaled to determine if you meet the minimum course requirements.

Indicate academic field:						Indicate academic field :					
	COM- PLETION DATE	GRADE	CREDIT HOURS				COM- PLETION DATE	GRADE	CREDIT HOURS		
			SEM.	QTR	CLASS ROOM				SEM.	QTR	CLASS ROOM
<b>TOTAL</b>											



MISCELLANEOUS COURSES											
DESCRIPTIVE TITLE	COMPLETION DATE	GRADE	CREDIT HOURS			DESCRIPTIVE TITLE	COMPLETION DATE	GRADE	CREDIT HOURS		
			SEM.	QTR	CLASS ROOM				SEM.	QTR	CLASS ROOM
TOTAL						TOTAL					

PART II - PRIVACY ACT STATEMENT AND CERTIFICATION		
<p>The Office of Personnel Management is authorized by section 1302 of Chapter 13 (Special Authority) and sections 3301 and 3304 of Chapter 33 (Examination, Certification, and Appointment of Title 5 of the U.S. Code to collect the information on this form.</p> <p>Executive Order 9397 (Numbering System for Federal Accounts Relating to Individual Persons) authorizes the collection of your Social Security Number (SSN). Your SSN is used to identify this form with your basic application. It may be used for the same purposes as stated on the application.</p> <p>The information you provide will be used primarily to determine your qualification for Federal Employment. Other possible uses or disclosures of the information are:</p> <ol style="list-style-type: none"> <li>1. To make requests for information about you from any source; (e.g., former employers or schools), that would assist an agency in determining whether to hire you;</li> <li>2. To refer your application to prospective Federal employers and, with your consent, to others (e.g., State and local governments) for possible employment;</li> <li>3. To a Federal, State or local agency for checking on violations of law or other lawful purposes in connection with hiring or retaining you on the job, or issuing you a security clearance;</li> <li>4. To the courts when the Government is party to a suit; and</li> <li>5. When lawfully required by Congress, the Office of Management and Budget, or the General Service Administration.</li> </ol>		
<p align="center"><b>ATTENTION - THIS STATEMENT MUST BE SIGNED</b></p> <p align="center"><b>Read the following paragraph carefully before signing this Statement</b></p> <p>A false answer to any question in this Statement is grounds for not employing you, or dismissing you after you begin work, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All statements are subject to investigation, including a check of your fingerprints, police records, and former employers. All information you give will be considered in reviewing your Statement and is subject to investigation.</p>		
<p align="center"><b>CERTIFICATION</b></p> <p>I CERTIFY that all of the statements made in this Statement are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.</p>	<p align="center"><b>SIGNATURE (Sign in ink)</b></p>	<p align="center"><b>DATE</b></p>

### PART III - SCHOLASTIC ACHIEVEMENT

**NOTE:** This part is for the use of college students and graduates who may qualify for some GS-7 and GS-9 positions on the basis of undergraduate scholastic achievements, as provided in an open announcement. *See the appropriate announcement for complete requirements.* If you do not wish to qualify on this basis or if you do not meet the requirements below, do not complete this part. In any case, **YOU MUST SIGN YOUR NAME AFTER THE CERTIFICATION STATEMENT AT THE BOTTOM OF PAGE 3.**

- A. **COLLEGE OR CLASS STANDING.** Must be in upper third of the college or university, or major subdivision such as School of Engineering, School of Business Administration, etc.

NUMBER IN CLASS \_\_\_\_\_ YOUR STANDING \_\_\_\_\_

- B. **COLLEGE GRADE AVERAGE.** Must equal a "B" average (2.90 on a 4.0 scale) or better for *all* undergraduate courses, or equal "B"+ (3.5) or better in courses comprising the major field of study, completed during the period specified in the announcement under which you file. If the announcement permits a choice of computing periods, you may use the one which gives you the best average. In any case you should indicate the method used by check mark in the appropriate box in item 1 *and* in item 2 below, and compute your average in the space provided at the bottom of this page.

1. (Check one) ☐ "B" average for all undergraduate courses  
☐ "B+" average in major field of study
2. (Check one) ☐ All 4 years ☐ First 3 years ☐ Last 2 years\*  
☐ At the time of filing (*In some announcements this is the only computing period permitted.*)

**\*NOTE:** For those announcements which permit you to qualify on the basis of a grade average during the last 2 years of the undergraduate curriculum, you may be rated provisionally eligible if you are a senior student, provided you have the required average in the junior year. You will be required to submit evidence at the time of appointment that you maintained the required average during your senior year.

Most colleges have "A", "B", "C", and "D" as passing grades and compute grade point averages on a 4, 3, 2, 1 scale. In computing your grade point average, round to the first decimal place (e.g., 2.95 = 3.0, 2.94 = 2.9, etc.); however the 2.90 average may not be achieved by rounding up a lower average. If your college uses a different system, explain below and show how it compares with a "A", "B", "C", "D" system.

NO. OF SEMESTER OR QUARTER HOURS WITH A GRADE OF "A"	_____	X	4	=	_____
NO. OF SEMESTER OR QUARTER HOURS WITH A GRADE OF "B"	_____	X	3	=	_____
NO. OF SEMESTER OR QUARTER HOURS WITH A GRADE OF "C"	_____	X	2	=	_____
NO. OF SEMESTER OR QUARTER HOURS WITH A GRADE OF "D"	_____	X	1	=	_____
NO. OF SEMESTER OR QUARTER HOURS FAILED	_____	X	0	=	_____

TOTAL(1) \_\_\_\_\_ TOTAL(2) \_\_\_\_\_

**GRADE POINT AVERAGE** \_\_\_\_\_

*Total (2) divided by Total (1)*

- C. **HONOR SOCIETY MEMBERSHIP.** Must be one of the national honorary scholastic societies meeting the minimum requirements of the Association of College Honor Societies (other than freshman scholarship honor societies).

Name of the honor society and date you were elected to membership \_\_\_\_\_

**NOTE** - Many colleges and universities offer courses of study which have disposed, in whole or part, of traditional grading systems in favor of pass/fail or similar systems. If your grades are more than 10 percent pass/fail, you may claim credit under the scholastic achievement provision only on the basis of class standing or membership in a national honorary society. Proof of class standing should be in the form of a statement in writing from the institution's registrar, the dean of the applicant's course of study, or the appropriate department head or chairman. This statement of class standing must be based on a suitable measure of the student's academic performance, such as the results of a comprehensive examination or an overall faculty assessment, and must indicate the basis of judgement. Class standing must be based on the candidate's standing in his college or university or a major subdivision of the university (e.g., the College of Business Administration, the College of Arts and Sciences, etc.). Subdivisions of colleges, such as the History Department, are not recognized as subdivisions for this purpose. This proof should not be submitted with your application, but will be required by your hiring agency before you may report for work.